

CalWORKs DATA SYSTEMS DESIGN TASK FORCE

TRANSMITTAL NUMBER: 98-25 (P)

November 5, 1998

TO: All DOB and Performance Sample County Staff

SUBJECT/PURPOSE: Use of Q5 Sample Report Information for Federal Fiscal Year (FFY) 1999 Food Stamp (FS) Secondary Quality Control (QC) Reviews.

RELATED REFERENCE: None

SUPERSEDES: None

EFFECTIVE DATE: October 1998 Sample Month

BACKGROUND:

Approximately twenty percent of the FS federal and state secondary sample cases have FS allotments whose effective month (i.e., the month the allotment is for) is different from the sample month. The October 2, 1998, letter from the Food and Nutrition Service (FNS) Western Region Food Stamp Program Director directed the Data Operations Branch to QC review these allotments in the FFY 1999 FS federal secondary sample. During FFY 1998, these allotments were not reviewed because the Q5 sample reports did not identify them. Effective with the October 1998 FS federal and state secondary samples (selected on approximately November 30, 1998) the Q5 sample reports will be modified to show the effective month of all FS federal and state secondary sample allotments as well as their authorization number and allotment amount. This information is critical in completing a valid QC review of FS federal and state secondary sample cases whose allotment's effective month is different from the sample month.

INSTRUCTIONS:

Attached is a sample of the new Q5 sample report format showing the location of the three critical FS data elements; authorization number of the allotment, the effective month of the allotment, and the allotment amount. For each FS federal and state secondary sample case compare the effective date of the allotment on the Q5 sample report with the sample month.

If the effective month is the same as the sample month or is the month following the sample month, complete a QC review of the allotment whose authorization number and allotment amount are on the Q5 sample report.

If the effective month is a month prior to the sample month, but not the first prior month, code the FS disposition of this case Not Subject To Review (NSTR). For example, if the effective

month of the allotment was August 1998, and the sample month was October 1998, the FS disposition of the case would be coded NSTR.

To determine the reviewability of allotments whose effective month is the first month prior to the sample month, you will need the authorization date of the allotment. This date is not on the Q5 sample report but is in the case file. If the authorization date of the allotment is the same month as the effective month, QC review the allotment. If the authorization date of the allotment is not the same month as the effective month, the FS disposition of the case would be coded NSTR. For example, if the effective month of the allotment was September 1998, the sample month was October 1998, and the authorization date of the allotment was September 1998, a QC review of the allotment should be completed. However, if the authorization date was October 1998 in the above example, the FS disposition would be coded NSTR because the authorization date was not the same month as the effective month.

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